

Best Practices Project Plan - Final

Primary Activity		Responsible Person	Done	March		April				May					June				July				August				
Task Description		Person		22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30
Project Management																											
	Brief DK on Proj Progress	HB		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
	Coordinate with AW, JW, KK	HB		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
	Complete initial Project Plan	HB			x																						
	Develop Purpose Statement	HB			x																						
	Develop Roles Statement	HB			x																						
	Develop Interview script	HB			x																						
	Assign Proj Responsibilities	HB			x																						
Financial Partners/Schools Channels																											
	ID list of BP publications	HB/KK				x	x																				
	Obtain BP publications	KK				x	x																				
	Read publications	KK/HB				x	x	x																			
	Analyze publications	KK/HB				x	x	x																			
	ID Channel BP experts	HB/KK				x	x																				
	Arrange contact interviews	KK/HB				x	x	x																			
	Interview Channel BP experts	KK/HB					x	x																			
	Analyze interview results	KK/HB						x	x																		
	ID external BP publications	HB/KK				x	x	x																			
	ID external BP experts	HB/KK				x	x	x																			
	ID FSA Baseline Practices	KK/HB				x	x	x	x																		
	Prepare Summary	HB/KK							x	x	x	x	x														
	Revise Summary	HB/KK/DK/JW												x	x	x	x	x									
Higher Ed Institution BP Rsrch																											
	ID Ed Institutions to contact	HB/KK				x	x																				
	ID list of publications to review	HB/KK				x	x																				
	Obtain publications	KK				x	x	x																			
	Read publications	KK/HB				x	x	x																			
	Analyze publications	KK/HB					x	x	x																		
	ID Ed Insti contact names	HB/KK				x	x	x																			
	Arrange contact interviews	KK/HB					x	x	x																		
	Interview contacts	KK/HB/JW						x	x	x																	
	Analyze interview results	KK/HB						x	x	x																	

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Higher Ed Institution BP Rsrch cont'd																											
Compare with other results	KK/HB							x	x	x																	
ID issues/ques for more rsrch	HB/KK/JW							x	x	x	x		x	x													
Prepare Summary	HB/KK										x					x	x										
Revise Summary	HB/KK/DK																x	x	x								
Academic Researchers																											
ID contact names	HB/KK				x	x	x																				
ID list of publications to revw	HB/KK				x	x	x																				
Obtain publications	KK						x	x	x																		
Read publications	KK/HB						x	x	x																		
Analyze publications	KK/HB						x	x	x	x																	
Arrange contact interviews	KK/HB							x	x	x					x	x											
Interview contacts	KK/HB								x	x	x					x											
Analyze interview results	KK/HB								x	x	x					x											
Compare with other results	KK/HB									x	x	x				x											
ID issues/ques for more rsrch	HB/KK/JW									x	x	x					x										
Prepare Summary	HB/KK										x	x	x				x	x									
Revise Summary	HB/KK/DK																		x	x	x						
Other Gov't Agcy BP Rsrch																											
ID other Agencies to contact	HB/KK				x	x	x																				
ID list of publications to revw	HB/KK				x	x	x																				
Obtain publications	KK								x	x	x																
Read publications	KK/HB										x	x															
Analyze publications	KK/HB										x	x															
ID contacts with each Agency	HB/KK				x	x	x									x											
Arrange contact interviews	KK/HB						x	x			x	x	x			x	x	x									
Interview contacts	KK/HB/JW						x	x				x	x	x		x	x	x									
Analyze interview results	KK/HB												x	x	x	x	x	x									
Compare with other results	KK/HB													x	x	x	x	x	x								
ID issues/ques for more rsrch	HB/KK/JW													x	x	x	x	x	x								
Prepare Summary	HB/KK														x	x	x	x	x	x							
Revise Summary	HB/KK/DK																				x	x	x				

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Academic Assns BP Rsrch																											
ID Acad Assns to contact	HB/KK				x	x	x																				
ID list of publications to revw	HB/KK				x	x	x																				
Obtain publications	KK											x	x	x	x												
Read publications	KK/HB											x	x	x	x	x											
Analyze publications	KK/HB												x	x	x	x											
ID Assn contact names	HB/KK				x	x	x																				
Arrange contact interviews	KK/HB															x	x										
Interview contacts	KK/HB															x	x	x									
Analyze interview results	KK/HB															x	x	x									
Compare results with Gov BP	KK/HB															x	x	x									
ID issues/ques for more rsrch	HB/KK/JW															x	x	x									
Prepare Summary	HB/KK																	x	x	x							
Revise Summary	HB/KK/DK																				x	x					
Financial Institutions BP Research																											
ID Companies to contact	HB/KK				x	x	x																				
ID list of publications to revw	HB/KK				x	x	x																				
Obtain publications	KK													x	x	x											
Read publications	KK/HB														x	x	x	x									
Analyze publications	KK/HB															x	x	x									
ID Company contact names	HB/KK				x	x	x																				
Arrange contact interviews	KK/HB																x	x	x								
Interview contacts	KK/HB																x	x	x								
Analyze interview results	KK/HB																	x	x	x							
Compare with other results	KK/HB																	x	x	x							
ID issues/ques for more rsrch	HB/KK/JW																x	x	x								
Prepare Summary	HB/KK																	x	x	x							
Revise Summary	HB/KK/DK																					x	x				
Develop Comprehensive BP doc																											
Plan a Symposium	DK/HB/AW								x	x	x	x	x														
Revise Symposium Plan	DK/HB/AW																	x	x	x							
Select Prevention BPs	HB/KK																	x	x	x	x	x					
Select Detection BPs	HB/KK																	x	x	x	x	x					

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Develop Comprehensive BP doc - cont'd																											
	Write paper	HB/KK																		x	x	x	x				
	Revise paper	HB/KK																						x	x	x	
	Make Presentation	HB/KK																						x	x	x	